

## Waiver Application for the Talented and Gifted Endorsement

### Instructions:

1. Individuals who were licensed in Iowa prior to August 31, 1995, and were allowed to teach talented and gifted classes without completing the endorsement requirements must complete the endorsement requirements by July 1, 2012, in order to teach or continue to teach talented and gifted classes. This waiver provision is provided through the Board of Educational Examiners for individuals who have been successfully teaching students who are talented and gifted.
2. The fee for the evaluation is \$60 and the fee to add the TAG endorsement is \$50. Make the check or money order made payable to the Board of Educational Examiners for \$110. All fees are nonrefundable.
3. Please allow four weeks for the review of the waiver request. The review committee meets once a month.
4. All information should be sent to: Board of Educational Examiners, Grimes State Office Building, 400 E 14<sup>th</sup> Street, Des Moines, IA 50319

Applicant's Folder #	Social Security #	Date of Birth Month    Day    Year	<input type="checkbox"/> Male <input type="checkbox"/> Female
Last Name	First Name	Middle Name	Maiden Name
Address	City	State	Zip Code
Home Phone (    )	Work Phone (    )	Email Address	

### Statement of Fraud:

An application will be considered fraudulent, and may be denied, if it contains any false representation or omission of material fact, or if false records are submitted in support of the application.

I certify under penalty of perjury and pursuant to the laws of the state of Iowa the submitted information is true and correct.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## REQUIREMENTS for WAIVER

#	Criteria	Requirements for Waiver
	Introductory Page	One page biography introducing yourself, including your experiences in gifted education and interest in fulfilling requirements for the Iowa talented and gifted endorsement waiver.
1	Experience	Must submit verification of successful teaching experience in gifted programming signed by the administrator. (Experience in teaching honors or AP classes does not apply). If fewer than three years of experience, no waiver application will be considered.
2	Administrator Recommendation	Must include recommendation from the administrator. If there is no recommendation from the administrator, no waiver application will be considered.
3	University or College Coursework	Must submit official transcripts of college course work in talented and gifted education. No electronic transcripts will be accepted. If the transcripts are being sent directly from the institution, include a note indicating this information.
4	Staff Development Coursework	Must submit official AEA transcripts of staff development course work in talented and gifted instruction. No copies will be accepted.
	Artifacts representing knowledge and skill	Content knowledge and skill may be evidenced through reflections and supportive artifacts if staff development course work has not been completed. These artifacts must be labeled as representation for each criteria. A one page reflection submitted with the supportive artifacts must indicate how the applicant verifies knowledge and skill in this area.
	TAG Content	A total of 12 points in categories 3 and 4 must be earned for the waiver application to be submitted for consideration. The highest point value in the criteria area earned will be assessed. There is no accumulation of points in course criteria.

# TAG Experience Verification Form

State of Iowa  
Board of Educational Examiners  
Licensure  
Grimes State Office Building  
400 East 14<sup>th</sup> St.  
Des Moines, IA 50319-0146

Rev 01/09

Applicant's Folder #	Social Security #	Date of Birth Month    Day    Year	<input type="checkbox"/> Male <input type="checkbox"/> Female
Last Name	First Name	Middle Name	Maiden Name
Address	City	State	Zip Code
Home Phone (    )	Work Phone (    )	Email Address	

## 2. To be completed by administrator

I hereby verify that the above-named applicant served successfully in gifted programming in this school district during the dates indicated below.

a) \_\_\_\_\_ - dates in district, list beginning and ending month and year dates

b) \_\_\_\_\_ - specific grade(s) taught

c) \_\_\_\_\_ - school district

d) \_\_\_\_\_ - city

\_\_\_\_\_  
Signature of Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Signature of Administrator

Telephone #: \_\_\_\_\_ - \_\_\_\_\_  
Area Code

**NOTE:** Photocopies or copies by fax of any application form or experience verification form will not be accepted. Original signatures are needed.

## REVIEW CRITERIA FOR THE TAG WAIVER

### **#1 Teaching experience (4 points maximum possible)**

If fewer than three years of experience, no waiver application will be considered.

Point value	Descriptor
4	11+ years of teaching experience in gifted programming
3	8-10 years of teaching experience in gifted programming
2	5-7 years of teaching experience in gifted programming
1	3-4 years of teaching experience in gifted programming

**Please use the attached experience verification form which should be signed by your current administrator.**

### **#2 Administrator Recommendation (2 points possible)**

If there is no recommendation from the administrator, no waiver application will be considered.

Point value	Descriptor
2	The letter is included

**The letter of recommendation must be on school letterhead and signed by the current administrator.**

**#3a. College or university course work in psychology of the gifted (5 points maximum possible)** Must submit official college or university transcripts. No grade reports or copies will be accepted. No electronic transcripts will be accepted.

Point value	Descriptor
5	4+ semester hours of college course work completed in psychology of the gifted.
3	1-3 semester hours of college course work completed in psychology of the gifted.

**Indicate below the information regarding your undergraduate or graduate course work in the psychology of the gifted to reference your transcripts:**

Course Number	Course Title	Institution	Date	Semester Hours of Credit

**#3b. College course work in programming for the gifted (5 points maximum possible)** Must submit official college or university transcripts. No grade reports or copies will be accepted. No electronic transcripts will be accepted.

Point value	Descriptor
5	4+ semester hours of college course work completed in programming for the gifted.
3	1-3 semester hours of college course work completed in the programming for the gifted.

**Indicate below the information regarding your undergraduate or graduate course work in the programming for the gifted to reference your transcripts:**

Course Number	Course Title	Institution	Date	Semester Hours of Credit

**#3c. College course work in **administration and supervision** of gifted programs( 5 points maximum possible)** Must submit official college or university transcripts. No grade reports or copies will be accepted. No electronic transcripts will be accepted.

Point value	Descriptor
5	4+ semester hours of college course work completed in administration and supervision of gifted programs.
3	1-3 semester hours of college course work completed in administration and supervision of gifted programs.

**Indicate below the information regarding your undergraduate or graduate course work in the administration and supervision of gifted programs to reference your transcripts:**

Course Number	Course Title	Institution	Date	Semester Hours of Credit

**#4a. Staff development course work or artifacts and a one page reflection demonstrating knowledge and skill in the **psychology** of the gifted (5 points maximum possible)**

Must show evidence of one of the following: For staff development course work, submit the official transcript from the area education agency. For the artifact(s), label the artifact with #4a. Include a one page reflection verifying how the artifact(s) demonstrate knowledge and skill in the psychology of the gifted.

Point value	Descriptor
5	4+ semester hours of staff development course work completed in the psychology of the gifted.
3	1-3 semester hours of staff development course work completed in the psychology of the gifted.
2	No staff development course work completed but knowledge and skill in the psychology of the gifted is evidenced through artifacts

**Indicate below the information regarding your staff development course work in the psychology of the gifted to reference your AEA transcripts:**

Course Number	Course Title	AEA	Date	Semester Hours of Credit



**#4b Staff development course work or artifacts and a one page reflection demonstrating knowledge and skill in programming for the gifted (5 points maximum possible)** Must show evidence of one of the following: For staff development course work, submit the official transcript from the area education agency. For the artifact(s), label the artifact with #4b. Include a one page reflection verifying how the artifact(s) demonstrate knowledge and skill in the programming for the gifted.

Point value	Descriptor
5	4+ semester hours of staff development course work completed in programming for the gifted.
3	1-3 semester hours of staff development course work in programming for the gifted.
2	No staff development course work completed but knowledge and skill in programming for the gifted evidenced through artifacts.

**Indicate below the information regarding your staff development course work in the programming for the gifted to reference your AEA transcripts:**

Course Number	Course Title	AEA	Date	Semester Hours of Credit

**#4c. Staff development course work or artifacts and a one page reflection demonstrating knowledge and skill in **administration and supervision** of gifted programs (5 points maximum possible)** Must show evidence of one of the following: For staff development course work, submit the official transcript from the area education agency. For the artifact(s), label the artifact with #4c. Include a one page reflection verifying how the artifact(s) demonstrate knowledge and skill in the administration and supervision of gifted programs.

Point value	Descriptor
5	4+ semester hours of staff development course work completed in administration and supervision of gifted programs.
3	1-3 semester hours of staff development course work completed in administration and supervision of gifted programs.
2	No staff development course work completed but knowledge and skill in administration and supervision of gifted programs evidenced through artifacts.

**Indicate below the information regarding your undergraduate or graduate course work in the administration and supervision of gifted programs to reference your transcripts:**

Course Number	Course Title	AEA	Date	Semester Hours of Credit